



# ***SUPERIOR COURT OF CALIFORNIA***

## ***COUNTY OF MONTEREY***

**Invites your application for**

**ADMINISTRATIVE SECRETARY-CONFIDENTIAL**  
**\$2,941 - \$3,804 Monthly**

**Final Filing Date:** Open until filled.

**Priority Screening Date: Friday, July 21, 2006 by 5:00 p.m.** (Postmarks not accepted.) Application materials received after this date will be reviewed on an as needed basis.

### **THE SUPERIOR COURT**

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees. The Court is recruiting to fill a position in the Court Administrative Office located in Salinas.

### **THE POSITION**

Under general supervision, performs a variety of clerical and administrative support duties for the Executive Assistant-Confidential directors, court management, judges and the Court Executive Officer; interacts daily with various levels of employees within the Court and performs other related duties as required.

### **EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS**

- Manage appointment calendars and schedule meetings, including but not limited to, making all necessary arrangements to facilitate meetings (locations, resources, meals, confirmation of attendees);
- Draft, format, edit and proofread various types of formal correspondence and communication (letters, memos and emails);
- Copy and scan documents, file and enter data into a database or spreadsheet;
- Prepare travel claims and coordinate travel arrangements;
- Provide a variety of clerical and administrative support functions to Court management;
- Serve as a back-up to the Executive Assistant-Confidential position.

### **MINIMUM QUALIFICATIONS**

#### **Thorough knowledge of:**

Principles of English usage, writing and grammar for business correspondence, including correct spelling and proper word usage, punctuation and structure; Modern office methods, procedures and practices;

#### **Working knowledge of:**

Windows programs, including word processing, Outlook email and calendar management and spreadsheet applications at an advanced level; Modern office equipment including personal computers; Work planning, organization and prioritizing; Principles and practices of effective business communication.

#### **Skill and ability to:**

Compose correspondence and business letters independently; Receive and complete assignments from a variety of sources; Understand and follow complex oral and written directions; Provide a consistently high level of customer service and work product; Work independently with a minimum of supervision; Receive highly sensitive information and maintain confidentiality; Establish and maintain effective working relationships with those contacted in the course of work; Operate standard office equipment, including on-line computer terminals and a personal computer in order to implement word processing and database systems for management purposes; Represent the Court at all times with the highest level of professionalism.

### **DESIRABLE QUALIFICATIONS**

#### **Skill and ability to:**

Communicate effectively and tactfully with managers, judges and attorneys, other Court personnel and the public; Interpret and apply rules, policies and procedures; and Analyze situations carefully and adopt effective courses of action; Type accurately at a net rate of 40 words per minute.

## **EDUCATION, TRAINING AND EXPERIENCE**

Any combination of training and work experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:** Three years of progressively responsible clerical experience performing complex and highly responsible office and administrative duties, including a minimum of one year providing administrative or clerical support to one or more managers. Public sector government experience is highly desirable.

## **BACKGROUND INVESTIGATION**

Convictions, depending upon the type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

## **CONDITIONS OF EMPLOYMENT**

Possession of a valid current California class C driver license, or must be able to provide suitable transportation that is approved by the hiring authority.

## **NOTES**

- Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5400, ext. 3007.

## **FILING REQUIREMENTS AND SELECTION PROCEDURE**

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 318, Salinas, CA 93901, by Friday, July 21, 2006, 5 p.m., to meet the priority screening deadline: 1) Court Application; 2) Responses to Supplemental Questions. Application materials may be obtained by telephoning (831) 775-5400, ext. 3007, or email [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov), or by visiting the Court's web site at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov).

## **TENTATIVE SCHEDULE**

- Friday, July 21, 2006 - Application materials due to meet priority screening date.
- Week of July 24, 2006 - Qualifications review.
- Week of July 31, 2006 - Oral Examination
- Week of August 7, 2006 - Final interview.
- Week of September 4, 2006 - Successful candidate starts with Court.
- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
- Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
- Resumes will not be accepted **in lieu of** required application materials.
- Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
- Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

## **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required to perform the duties of this classification include:

Ability to communicate and function in a typical office environment; Personal mobility to work in various office locations; Ability to sit at a desk and/or computer for extended periods of time up to 6 hours a day; Finger and manual dexterity in order to operate a computer keyboard; Ability to read standard text; Ability to stoop, reach, bend and climb ladders to access files; Ability to lift and carry items up to 20 pounds.

## **SUMMARY OF BENEFITS (Z Unit)**

**Retirement:** Public Employees' Retirement System (PERS) integrated with Social Security. The Court pays the employee's 7 percent contribution.

**Holidays:** 13 days per year

**Vacation:** Accrues at the rate of 12 days per year. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

**Sick:** Accrues at the rate of 3.08 hours per pay period.

**Professional Leave:** 2 days per year are available, pro-rated from date of hire, non-accruable.

**Medical, Dental & Vision Care:** A flexible spending account, with cash-out option is provided.

**Long Term Disability:** Paid by the Court.

**Life Insurance:** The Court pays the premium for a \$50,000 life insurance policy.

**Deferred Compensation:** A voluntary deferred compensation program is available administered by Great-West Life.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

***THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY  
IS AN EQUAL OPPORTUNITY EMPLOYER***

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY**

**SECRETARY-CONFIDENTIAL**

**REQUIRED SUPPLEMENTAL QUESTIONS**

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page. **Your response to the supplemental questions must be made on a separate sheet of paper.**

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1. Describe your education, training and experience which demonstrates your knowledge, skills and abilities to perform the essential duties and functions of this position.
2. Describe what methods you utilized to stay organized and meet deadlines and how you applied your organizational skills to assist an individual or group. (Please refer to the "Examples of Essential Duties and Functions" section of this flyer.)
3. Describe your experience working with individuals at different levels of an organization and community groups (i.e., presidents, managers, secretaries, lawyers, clerks, etc.). Please include the situations and/or projects in which you have worked with these individuals and your role in those projects.

**DO NOT USE THE SPACE BELOW TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.**

**PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**